

Adding Columns

If you would like to add a column to an Excel field to enter the school number or any other data required, please follow these steps:

- Open the Excel file that has your data.
- Place your cursor in a cell to the right of where you would like to insert a column.
- Click on Insert in the menu bar and select Column.

		Cursor here	
	Inserted column		

To place the school number in the whole column, first click in the top cell of the column and type in the school number.

Then click on that cell where you entered the school number and drag your mouse down to the end of the last row in that column which contains your data. This will highlight the column.

Click on Edit in the menu bar and select Fill and select Down.